

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: AQUATICS MANAGER Job Code: 1950

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: CARROLLTON PARKS, RECREATION & CULTURAL ARTS DEPARTMENT

Salary: \$34,729.49 / Annual Days/Times: Shift Varies/Weekends

Closing Date: **Open Until Filled**

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Resumes may be emailed to the Departmental Contact, Julie Ivey, at: jivey@carrollton-ga.gov

Department Contact Name: Julie Ivey, CPRCAD

Contact Number & Email: (770) 832-1161 / jivey@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment.***

Special Requirements:

Bachelor's degree in Recreation Administration, Physical Education, or closely related field; supplemented by two (2) years previous experience and/or training involving aquatics program management, aquatics center operations, lifeguard work, CPR/first aid, budget administration, and supervision; or any equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities. Must possess and maintain valid Lifeguard Training certification, Lifeguard Instructor Training certification, and First Aid/CPR for the Professional Rescuer Trainer certification from the American Red Cross. Must possess and maintain valid Certified Pool Operator certification. Must possess and maintain a valid Georgia driver's license.

Job Description:

GENERAL STATEMENT OF JOB:

Under general direction of Superintendent, plans, coordinates, and administers a comprehensive aquatics program for the City, to include supervising staff in the operation and maintenance of the aquatics facilities.

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Consults with Superintendent of Athletics/Aquatics or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Plans, coordinates, and administers a comprehensive aquatics program; supervises activities involving operation and maintenance of the aquatics center facilities and equipment; coordinates advertising, public relations, and news releases for aquatic programs and facilities; coordinates registration activities for aquatic programs and activities; develops policies and procedures for aquatics centers and programs.

Plans, implements, and evaluates a City-wide year-round aquatics programs, including recreational swimming, swimming instruction, summer programs, community/private functions, and special activities; evaluates efficiency and effectiveness of aquatic center operations, programs, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.

Organizes and administers concession operations of the aquatics centers.

Coordinates local/state permits with Health Department.

Monitors safety and welfare of swimmers and other individuals; ensures adherence to established safety guidelines; cautions swimmers regarding unsafe conditions or activities; initiates any actions necessary to correct deviations or violations.

Monitors/supervises activities of all individuals using pool facilities and identifies inappropriate actions; handles situations involving excessive noise, disruptive behavior, potential violence, or other problems; monitors crowd activities and initiates crowd control as needed; takes appropriate disciplinary action to maintain a peaceful environment.

Monitors inventory of equipment, uniforms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Performs administrative tasks; develops work schedules to ensure adequate coverage; processes employee time sheets; prepares accident reports and disciplinary reports relating to injured or unruly patrons.

Compiles or monitors administrative and/or statistical data pertaining to aquatic center operations, such as patron admissions and program participation; analyzes data and identifies trends; summarizes data and prepares reports.

Prepares or completes various forms, reports, correspondence, activity reports, statistical reports, news releases, chemical reports, accident reports, disciplinary reports, or other documents.

Receives various forms, reports, correspondence, job applications, time sheets, accident reports, disciplinary reports, participation reports, admissions reports, chemical reports, rules, regulations, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, pool filter system, general office equipment, test kits, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Communicates with supervisor, other departments, employees, lifeguards, coaches, patrons, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new practices, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Oversees and implements in-service training for staff three times annually in CPR, Rescue Breathing, Spinal Injuries, and Water Rescues.

ADDITIONAL JOB FUNCTIONS:

Performs pool maintenance tasks; cleans pools and adds chemicals to pool water.

Conducts swimming lessons for patrons.

Provides assistance to other employees as needed.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

Bachelor's degree in Recreation Administration, Physical Education, or closely related field; supplemented by two (2) years previous experience and/or training involving aquatics program management, aquatics center operations, lifeguard work, CPR/first aid, budget administration, and supervision; or any equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities. Must possess and maintain valid Lifeguard Training certification, Lifeguard Instructor Training certification, and First Aid/CPR for the Professional Rescuer Trainer certification from the American Red Cross. Must possess and maintain valid Certified Pool Operator certification. Must possess and maintain a valid Georgia driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of tools and equipment, such as a motor vehicle, personal computer, pool filter system, test kits, general office equipment, or telephone. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

DATA CONCEPTION: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

INTERPERSONAL COMMUNICATION: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

NUMERICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with job-related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS:

Knowledge of Job: Has thorough knowledge of the policies, procedures, and activities of the City and of departmental practices as they pertain to the performance of duties relating to the position of Aquatics Manager. Has considerable knowledge of practices and procedures associated with planning and implementation of comprehensive, innovative aquatics programs. Has a working knowledge of pool operation, maintenance, and safety principles and techniques. Has a working knowledge of the operation of pool equipment. Has considerable knowledge of budgetary procedures and fiscal management. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they pertain to departmental operations and activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the ability to effectively lead, motivate, and evaluate assigned staff. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers and software programs typically used in the position. Is able to read, understand, and interpret financial, technical, and computer reports and related materials.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments/divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policies, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives. Organizes, arranges and allocates manpower, financial, and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and City.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with other City officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job, and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure, or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of the department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.